

**HUMAN RESOURCES DEPARTMENT
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
<u>ADMINISTRATION</u>		
Director	Directs Human Resources Department and administers the Annual Budget, Diversity Commitment, Employee Assistance Program, Equal Employment Opportunity (EEO) Program, Labor Relations and Organization Effectiveness Program.	1
Assistant to the Director	Assist the Director in conducting recruitment and selection processes of the unclassified service. Facilitates training to departments on the City's Equal Opportunity Policy and American Disabilities Act.	2
<u>DIVERSITY COMMITMENT</u>		
Organization Effectiveness Specialist	Provides strategic direction, consultation, training and education on diversity-related issues in the workplace.	3
<u>EMPLOYEE ASSISTANCE PROGRAM</u>		
Employee Assistance Program Manager	Supervise professional staff in the evaluation and referral of City employees and their family members to appropriate community treatment providers, professionals, and service agencies. Develop and maintain a comprehensive referral network of treatment and service professionals and agencies. Negotiate and administer contracts with treatment and service providers. Review impact of proposed and final legislation and finalize recommendations. Monitor program expenditures and prepare budget estimates and financial reports.	2

Employee Assistance Counselor	Assess, counsels and refers employees and their family members to their health insurance provider or appropriate private and community resources.	2
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LABOR RELATIONS

Labor Relations Manager	Supervise professional staff related to labor and employment matters. Represents the City in all labor relations matters, including formal negotiation of labor agreements, interpretation and administration of labor agreements, policies and procedures, oversight of rewards and recognition programs, and resolution of employee and union grievances and appeals.	2
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Labor Relations Officer	Works with labor unions and management to foster harmonious labor management relations.	2
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ORGANIZATION EFFECTIVENESS

Organization Effectiveness Manager	Supervise professional staff with consulting and facilitating services to enhance customer service, productivity, innovation, employee job satisfaction and cost effectiveness.	2
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Organization Effectiveness Specialist	Plans, conducts and administers organizational development studies and training programs; coordinates the development of strategies and solutions to personnel and management problems Citywide; and assists in implementing new programs/procedures.	3
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CONSULTANTS

Consultants	Refer to disclosure category section (Appendix B, Category 4) for consultants.	4
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**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1:

- a. All reportable investments and business positions in any firm or business entity of the type that supplies goods or services to the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
- b. All reportable investments, business positions, and income from sources located in or doing business in the City of San Diego.
- c. All reportable interests in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.
- d. All reportable interests in real property owned or used by any person or business entity of the type that supplies goods or services to the City of San Diego, that is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
- e. All reportable income, including gifts, from any person or business entity of the type that supplies goods or services to the City of San Diego, that is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.

CATEGORY 2:

- a. Investments and business positions in any business entity of the type located in or doing business with the City of San Diego.
- b. Income and gifts from sources located in or doing business with the City of San Diego.
- c. Interests in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.

CATEGORY 3:

- a. Investments and business positions in any firm or business entity of the type that supplies goods or services to the City of San Diego, that is a tenant of the City of San Diego, that is an adverse party to the City of San Diego in a legal proceeding, or is granted authority by the City of San Diego to use City facilities.
- b. Income and gifts from any person or business entity of the type that supplies goods or services to the City of San Diego, that is a tenant of the City of San Diego, that is an adverse party to the City of San Diego in a legal proceeding, or is granted authority by the City of San Diego to use City facilities.
- c. Interests in real property owned or used by any person or business entity of the type that supplies goods or services to the City of San Diego, that is a tenant of the City of San Diego, that is an adverse party to the City of San Diego in a legal proceeding, or is granted authority by the City of San Diego to use City facilities.

CATEGORY 4:

Consultants shall be included in the list of designated employees for the Human Resources Department and shall disclose pursuant to the broadest category in the code subject to the following limitations:

The Deputy City Manager, Department Directors, and Deputy Directors determine in writing that a particular consultant, although a “designated position”, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.